

CHAPTER 4

PRIORITY PLACEMENT PROGRAM
GAINING ACTIVITY POLICIES AND PROCEDURESA. COVERAGE

1. Upon receipt of notification (Stopper List) that registrants are available for placement consideration at the activity which has matching vacancies in the competitive or excepted service, the policies and procedures outlined herein apply. ("Activity" includes all organizations serviced by one civilian personnel office.)

a. Priorities 1 and 2. When skills are reflected on the Stopper List marked with an asterisk (*) indicating Priority 1 or 2 all promotions, demotions, reassignments, appointments (including reinstatements) , and transfers are prohibited . A requisition must be submitted to DDSC and offers made to registrants in priority order.

b. Priority 3. (Guidance on Military Spouse Preference Program (S) is contained in Appendix I.) **When** skills reflected on the Stopper List are not marked with an asterisk, this indicates the availability of Priority 3 registrants and all appointments (including reinstatements) and transfers are prohibited . The availability of Priority 3 registrants will not preclude the filling of positions by promotion, demotion, or reassignment, provided a person currently employed within the component is selected. (For this purpose there are four components: Army, Navy, Air Force, and the Defense Agencies.) When the position is to be filled by appointment or transfer, a requisition must first be submitted to DDSC and offers made to registrants in priority order. When job opportunity announcements indicate that candidates from outside the component will be considered, or if announcements are not used but the activity policy is to consider all candidates regardless of the source, a requisition should be submitted to DDSC for Priority 3 registrants as soon as it is apparent that noncomponent candidates will be referred to the selecting official.

2. The Stopper List will also be matched against continuing positions occupied by reemployed annuitants (except trial retirement annuitants) and persons assigned under temporary internal placement action. Such persons are to be displaced by Priority 1 o r 2 registrants. **Nondisplaced** registrants will not displace reemployed annuitants serving on appointments without time limitations. **Disabled** veterans with 30 percent or higher disability ratings serving under noncompetitive temporary appointments and employees serving under handicapped appointments which may lead to conversion to career/career-conditional status, TAPER and term appointees, and term promotees are not included in the definition of temporary placement actions and are not subject to displacement by Priority 1, 2 or 3 registrants. The Stopper List is not applied in the conversion of Veterans Readjustment Appointments (VRAS), disabled veterans and

(Chap 4, Para A2, cent'd)

handicap appointees to career/career conditional status. The Stopper List is only cleared at the time they enter into the position. If Re-employment Priority List (RPL) registrants are available, a temporarily assigned person in a continuing position will be displaced by a Priority 1 or 2 registrant only when this can be done without contravening the rules of the RPL. (See Chapter 5, Paragraph B)

a. No annuitant may be **re-employed** in a continuing position (even though it may be the same one from which retired and no break in service is involved) if a qualified Priority 1 or 2 registrant is available.

b. Persons serving under temporary, time limited appointments in continuing positions will be displaced by Priority 1, 2, or 3 registrants, except as indicated in paragraph 2 above.

3. Positions which have administrative or statutory obligations, such as those to which overseas employees have return rights, will be matched against the Stopper List. However, when the civilian personnel office has been officially notified that the person to whom a position is obligated is returning, such as when the overseas tour is nearing completion, that position will not be matched against the Stopper List. If a match occurs and the position being offered is obligated, the PPP registrant will be fully advised of the circumstances, including the anticipated return date of the former incumbent. Offers of positions to which employees have return rights may be declined by registrants without affecting their PPP registration eligibility.

4. Part-time, Intermittent, Seasonal, or On-call continuing positions which are vacant or temporarily encumbered will be matched against the Stopper List. A requisition will be submitted when a match occurs and offers made in priority order to those registrants whose residence is within the commuting area of the position. However, employees of the Panama Canal Commission registered under Activity Code 075A will be offered Seasonal positions. Panama Canal Commission employees placed in Seasonal positions under this provision will have all PCS costs paid by the registering activity. DOD activities will not pay the Temporary Quarters and **Miscellaneous** expenses for such employees. Any resumes of registrants outside the commuting area of the position (except those of Panama Canal Commission employees referred for Seasonal jobs) will be returned, to DDSC with a Report Action Code 26, and an explanation of the nature of the job. Registrants may decline offers of Part-time, Intermittent, Seasonal, or On-call positions without affecting registration eligibility, unless the hours of employment of the registrants at the time of registration eligibility were essentially the same as or less than those of the position being offered. For example, a part-time employee/registant working 20 hours per week offered a part-time job

(Chap 4, Para A4 cent'd)

working 20 or more hours per week must accept or be deleted from the PPP. Registrants restricting their availability to ~~Part-t~~ime, Intermittent, Seasonal , or On-call jobs within the commuting area must accept offers with essentially the same work schedule as the position held at the time of registration or be deleted from the PPP.

5. Vacant temporary positions, except as noted in paragraph A6 below, will be matched against the Stopper List and, when a match occurs, a requisition will be submitted to DDSC. In cases where there is reasonable expectation that a temporary position will last more than one year, it will be considered the same as a continuing position for purposes of the DOD Priority Placement Program. For those temporary positions of one year or less duration, a vacancy requisition is only required when a "T" appears with the matching skill on the Stopper List indicating a registrant(s) **is** available for such a position(s) . Offers of temporary positions lasting one year or less **will** be made to registrants only when the following conditions are met:

a. The temporary position is to be filled from outside the activity.

b. ~~The~~ registrant's residence is within the commuting area of the vacant position.

c* The registrant is either a current employee of the activity with the vacancy or has been separated with a break in service of more than three (3) days.

The intent of these provisions on temporary jobs is to offer registrants an additional period of employment prior to hiring from other sources. It is not the intent to make gaining activities liable for payment of lump sum leave and severance pay, which should properly be paid by the releasing activity, therefore, the requirement for a break in service of more than three days.

Additionally, employees should be informed of a possible loss of retained grade and pay entitlement when they accept a temporary position as a direct result of RIF or follow-on placement action. Entitlement to grade and pay retention depends upon the nature of the appointment held by the employee immediately before the action taken. Consequently, employees downgraded after receiving a temporary appointment at the former grade are not entitled to grade and pay retention. However, an employee who is immediately downgraded (by means of a permanent appointment or a temporary appointment) would continue to be entitled to grade and pay retention (based on the initial action, not the subsequent action) even if he or she is subsequently downgraded , temporarily promoted , or permanently promoted *

(Chap 4, Para A5 cent'd)

to an intervening grade. To further explain and assist you in determining appropriate counseling with effected employees, a Retained Grade and Pay/Temporary Employment Decision Table is shown on pages 4-19 through 4-21 of this chapter.

6. Temporary positions that have been established to support special hiring programs, such as the Federal Summer Intern Program, the Federal Summer Employment Program, or the Stay-In-School Program, are excluded from the requirement to match the Stopper List.

7. positions in functions under study for possible contracting out are considered to be continuing and will be matched against the Stopper List, unless an actual bid solicitation date has been established and announced. The mere inclusion of a bid solicitation date in a long-range planning document does not constitute an "established and announced" date.

8. When OPM issues new classification standards which result in positions being changed from one occupational series to another, activities may match either series and option code(s), if appropriate, and requisition accordingly. The computer will search automatically for skills reflecting the other series.

9. Offers will be made to registrants for positions in the Excepted Service, provided any special requirements have been met. Registrants must be advised that the position is in the Excepted Service and a declination will not delete the registrant unless the current or last job held by the registrant is in the Excepted Service.

10. Vacant positions and those occupied on a temporary basis, as described in paragraph 2 above, including those at overseas locations (except as provided for in Chapter 6, paragraph E) will be matched against each Stopper List received during the recruiting cycle until an in-service referral list is issued or until committed. When an in-service referral list is issued to a selecting official while the Stopper List is clear, subsequent Stopper Lists need not be applied against the position, provided a selection is made from among those eligibles who were within reach and initially referred to the selecting official. A selection must be made from the referral list during its authorized life (open continuous not included) as established by local merit promotion plan, labor-management agreement or component policy. If, at any time, referral eligibles other than those within reach initially are required or desired, the Stopper List restrictions and procedures are again applicable to the position.

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11. When a position is to be filled at one of several grades, the Stopper List will be cleared at the target grade. For example, if a GS-12 position is to be filled at grade GS-9, GS-11, or GS-12, matching registrants at grade GS-12 must be requisitioned and considered in priority order. This provision precludes the filling of

(Chap 4, Para All cent'd)

positions at lower grades when PPP registrants are available at the target grade. However, if the position is to be downgraded with no intent to return it to the original grade, the Stopper List will be matched at the new permanent grade.

12. Activities having an interdisciplinary position, i. e., a position which may be filled by an applicant qualified for any one of several general schedule series, must match the DoD Priority Placement Program Stopper List for each qualifying job series at the grade of the vacancy. If Stopper List matches occur, all matching series must be requisitioned concurrently. Resumes referred for all series must be assembled in priority order and an offer made to the highest priority registrant (see Chapter 5, paragraphs A5 and 6) regardless of the series for which the registrant was referred .

13. Positions covered by a formal training program, as described in FPM Chapter 410, such as Apprentice or Management Intern, are to be matched against the Stopper List at the entry grades. A match occurs only when the series and grade are the same and the skill entry includes the "Trainee" (TRA) option code. Registrants already fully qualified in the field of the position are not to be offered formalized trainee positions.

14. Positions below grade GS-9 or **WG-8** (and other comparable Federal Wage Systems positions, e.g. , WL and **WS** with representative rates . below **GS-8**) may be re-engineered to lower grades under a formally established and documented Upward Mobility Program, as described in FPM Chapter 713, without matching the Stopper List at the target grade, provided there has been advance identification. For example, the Upward Mobility Plan or **Affirmative** Action Plan specifies that the first ten **WG-6907-5/6** vacancies occurring during the fiscal year will be reclassified to **WG-6907-4** to provide opportunities for under-utilized employees, or the first two **GS-525-6/7/8** Accounting Technician vacancies each quarter will be restructured to GS-4 trainee positions to provide opportunities for clerical employees serving in the **GS-501**, 530, 540, 544, or 545 series. Such re-engineered positions will be matched against the Stopper List at the entry grade(s) using the "**TRA**" option code. Keep in mind that if your Stopper shows a **GS-300**, TRA (series included in the X-118 Clerical and Administrative Support Standard) you must requisition for your specific series and the computer will automatically match the 300 TRA series. When formally documented plans do not identify in advance the kinds of positions to be re-engineered, the Stopper List must be matched first at the full performance level.

15. When an activity intends to fill a position at the full performance level with a **non-DoD** candidate, strong consideration will be given to downgrading the job when the Stopper List reflects registrants at lower grades. This will provide PPP registrants with additional placement possibilities into jobs with growth potential. However, selection of a PPP registrant under these circumstances must be in accordance with agency RIF or merit promotion plans.

(Chap 4, Para A16)

16. Prior to the appointment of persons under the VRA and 'Handicapped Program authorities, positions will be matched against the Stopper List at the full performance level and offers made to available registrants in priority order.

17. Selections of PPP registrants are to be treated as exceptions to the average grade and high grade control restrictions.

18. Activities in Alaska, Hawaii, and Puerto Rico will apply the Stopper List as follows :

a. Normal priority 1 and 2 restrictions **will** apply to all positions when the registrant(s) last resided in (prior to an overseas assignment) , has return rights to, or is presently or was last employed in the specific state/commonwealth. Those who meet these conditions will be identified by a pound sign (#) **on** the Stopper List. Registrants from outside Alaska, Hawaii, or Puerto Rico not meeting these conditions will not preclude personnel fill actions, unless it is proposed to fill the position from outside the state/commonwealth.

b. Normal Priority 3 restrictions are applied when it is proposed to **fill** the position from outside the state/commonwealth, **or** when the registrant last resided in prior to overseas assignment, has return right to or was employed in the specific state or commonwealth at the time of registration.

19. The provisions of the PPP do not supersede requirements for filling positions restricted to veterans preference eligibles. When such positions are to **be** filled and only nonpreference eligibles are available in the PPP, the procedures of FPM 330, Subchapter 4, paragraph **4-3c**, will be followed.

20. Activities with vacancies for which skills are not reflected on their Stopper List are encouraged to use PPP registrants as a primary source of recruitment. This should be accomplished by using the interrogation procedure outlined in Chapter 13 of this manual.

21. In accordance with Chapter 1, Paragraph C, each activity will maintain sufficient documentation to provide an audit trail of Stopper Lists matched and results thereof. DOD 1400. 20-3-M contains sample formats to facilitate such documentation.

B. EXCEPTIONS

1. The following situations may be excepted from Priority 1 and 2 restrictions. These exceptions may be invoked by the Civilian Personnel Office without prior Coordinator approval . When invoked, a requisition is not to be submitted to DDSC. This includes vacancies at remote locations.

(Chap 4, Para Bla)

a. Promotions which are exceptions to competitive procedures under FPM 335, Chapter 1-5c and under DoD regulations follow; however, it is not the intent of the PPP to allow exceptions to the program when true vacancies exist.

(1) The two types of career pro-motions:

(a) A promotion without current competition when at an earlier stage an employee was selected from a civil service register or under competitive promotion procedures for an assignment intended to prepare the employee for the position being filled (the intent must be made a matter of record and career ladders must be documented in the promotion plan) ; or

(b) A promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities.

(2) A career ladder promotion following noncompetitive conversion of a cooperative education student in accordance with the requirements of FPM chapter 308.

(3) A position change from a position having known promotion potential to a position having no higher potential.

(4) A temporary promotion of 120 days or less, unless the position is a true vacancy. If the position is a true vacancy, a temporary promotion can be effected only if the activity is simultaneously recruiting to fill the position on a continuing basis and the Stopper is cleared for the continuing position throughout the recruitment cycle.

(5) Selection of a candidate from the Reemployment Priority List for a position at a higher grade than the one last held in the competitive service.

(6) Repromotion to a grade or position from which an employee was demoted without personal cause and not at his or her request.

(7) Consideration of a candidate not given proper consideration in a competitive promotion action.

b. Reassignment or change to lower grade, within an **activity**:

(1) of an employee who occupies a position scheduled to be abolished or functionally transferred out of the commuting area within one year,

(2) of an employee whose position is to be regraded downward to correct classification error or comply with new or revised classification standards,

(Chap 4, Para Bib(3))

(3) of an employee to an encumbered position redescribed as a result of position review,

(4) of an employee who has been found by appropriate medical authority to be medically disqualified for the current position but who is capable of performing the duties of the position to which being assigned,

(5) of VRA and handicapped employees and 30% disabled veterans serving as a result of special appointing authority reached in RIF to vacancies under the jurisdiction of the same CPO.

c. Reassignments within an activity:

(1) when the vacancy of the same series, option (if any) , and grade created by the reassignment is made available to the PPP by submission of a requisition to DDSC.

(2) of part-time employees to full-time positions when the part-time position was acquired as a result of reduction-in-force from a full-time position.

d. Change to lower grade of Senior Executive Service employees removed during the probationary period or at any time for less than fully successful performance.

e. Placement of employees who fail to complete satisfactorily the supervisory or managerial probationary period required by FPM Chapter 315, Subchapter 9.

f. Placement at the same or lower grade of surplus employees under the jurisdiction of one CPO providing personnel servicing to one or more components when excess personnel exist in one and vacancies exist in the other.

g. When a CPO services employees of another component under a cross-servicing agreement that provides under the merit promotion plan for consideration of all employees within the serviced organizations an exception to Priority 3 registrants may be invoked by the CPO.

h. The placement of persons to satisfy enforceable assignment rights, such as statutory or administrative re-employment rights, or reinstatement from the RPL, may be effected by the CPO.

i. The CPO may effect the placement of CO-OP Students at the time they enter into the positions and when all required training and education are completed and they are available for conversion to career-conditional appointments.

(Chap 4, Para Blj)

j. The CPO may effect the change of an employee from part-time, intermittent, seasonal, or on call to a full-time schedule on the position of record.

k. The CPO may affect the conversion to Career-Conditional Appointment of Schedule B, PAC appointees within reach on the OPM register of eligibles or under any other OPM authorized procedure. The position in which the employee is converted must be of the type for which the person is being trained and located in an organization serviced by the CPO.

l. Grievance decisions through either negotiated or administrative procedures and appellate decisions which mandate placement of a complainant and which have the approval of the appropriate local authority will be accomplished as exceptions to the Stopper List.

m. The CPO may effect the promotion of an employee through competitive procedures when an encumbered position has been upgraded as a result of planned management action and the addition of another person to the organization in which the job is located would result in someone's being adversely affected by RI I?.

n. Reassignments and changes to lower grade, within the component, made for formal development/training purposes, as provided by FPM Chapter 410, are excepted from the Stopper List. (This does not include entry level type positions as provided for in paragraph A13 above .) *

o. A detail of 120 days or less may be excepted from Priority 1 and 2 restrictions, unless the position is a true vacancy. If it is a true vacancy, a detail can be effected only if the activity is simultaneously recruiting to fill the position on a continuing basis and the Stopper is cleared for the continuing position throughout the recruitment cycle. *

p. A CPO may promote an employee whose position is upgraded without significant change in duties and responsibilities due to issuance of a new classification standard, or a position change permitted by reduction in force procedures, provided the same employee whose position is affected is placed in the new position. These actions must be consistent with FPM 335, 1-5b(1) and (2). *

q. A Nonappropriated Fund (NAF) employee who is converted to appropriated fund status in the same job (i.e. , "same desk" and work unit) may be converted without regard to PPP restrictions. This PPP exception does not apply when an employee is moved from a NAF job to a different appropriated fund job. *

(Chap 4, Para B2)

- * 2. The Zone Coordinator or the Regional Coordinator, under delegated authority, may approve other promotions, reassignments, and changes that are in keeping with the spirit and intent of the PPP and which are not provided for elsewhere. Zone Coordinators will delineate the types of situations which may be submitted for consideration under this provision. When an exception is requested, a requisition is not to be submitted to DDSC unless the exception is denied.

C. STOPPER LIST

- * 1. The Stopper List is a computerized product prepared by DDSC every two weeks and received by DoD Civilian Personnel Offices through the Bulletin Board System (BBS) or by mail. Those activities with BBS connectivity must retrieve the Stopper from BBS no later than close of business on the Monday following the Wednesday night in which the stopper cycle was processed. DDSC mails the hard copy of the Stopper the Thursday following the Wednesday night cycle. In either case, the Stopper list becomes effective upon receipt whether received by BBS or mail and remains in effect until a subsequent Stopper is received. The Stopper List reflects positions by Pay Group, Series, Title, Option Code(s), if any, Grade and Priority of personnel registered in the Priority Placement Program who have selected the activity serviced by the CPO. The first page contains the four-digit activity code and address of the activity. The second and succeeding pages reflect skills of registrants. Each CPO will also receive a separate Stopper List for each serviced activity located outside the commuting area with approximately 50 full-time continuing positions to which an activity code is assigned. The Stopper List is intended for use within the civilian personnel office and not normally for use outside the civilian personnel office. The Stopper List will be matched in accordance with instructions contained in this chapter. A Vacancy Requisition will be completed and the data submitted (by BBS, if connected, or by electronic secretary) to the Defense Data Support Center when a match occurs and when required by priority designation.

2. Additional registrants may be reflected on succeeding Stopper Lists as a result of file maintenance of registrant skills and/or area of referral and new registrants entering the Program. To assist activities in decreasing delays caused by unnecessary Vacancy Requisitions in those instances when only previously considered registrants are available, each Stopper List forwarded to an activity will reflect the total number of available registrants (including registrants whose skills or area of referral have been file maintained) and the number of new registrants entering the Program since issuance of the previous Stopper List. A later Stopper List need not be applied when resumes have been received and exhausted unless the subsequent Stopper List reflects the addition of new registrants on the second line for the skills since the preceding

(Chap 4, Para C2 cent'd)

Stopper List. Each Stopper List remains in effect until a new listing is received. Negative Stopper Lists will be forwarded to activities not selected by any registrant.

a. Number of Registrants Available - Two numbers may appear with a grade level for a skill, one number above the other. A number directly beside a grade, opposite the Pay Group, Series and Option Code(s), if any, indicates the total number of surplus personnel registered in the Priority Placement Program, in that skill, who have registered as willing to accept employment at the gaining activity. This number will also reflect any registrants available as a result of file maintenance of their **skills** and/or area of referral who did not appear on the previous Stopper Lists for that grade. A second number directly below the first indicates the number of new registrants in the PPP in that skill and grade who did not appear on the previous Stopper List for that grade. Stopper Lists addressed to CONUS activities will contain numbers 1 through 99 to indicate the number of available registrants for each grade level. An XX will be used to indicate when 100 or more are available. Stopper Lists addressed to Alaska, Hawaii or Puerto Rico activities will contain numbers 1 through 9 to indicate the number of available registrants for each grade level. An X will be used to indicate when 10 or more are available for Alaska, Hawaii or Puerto Rico activities.

b. Asterisks (*) - If a number, the X or XX is followed by an asterisk (*) **Priority 1 or 2** registrants are available for referral to the gaining activity. If no asterisk follows the number, the X or XX, only Priority 3 personnel are available.

c* "#" Code - For those activities located in Alaska, Hawaii, and Puerto Rico, a special code - "#" - will be used to indicate availability of registrants who are presently employed in, last resided in, or have return rights to Alaska, Hawaii, or Puerto Rico to enable receiving activities to properly apply the procedures listed in paragraph A above. This sign will appear only on Stopper Lists going to Alaska, Hawaii, or Puerto Rico activities. For example, if an activity in Hawaii receives a Stopper List indicating a "#" Code with a skill, it means that a registrant having that skill is either currently employed in a Hawaii activity, last resided in Hawaii, or has return rights to Hawaii. This same registrant would not be indicated by a "#" Code on Stopper Lists for activities he may have selected outside Hawaii.

d. Ampersand (&) - Whenever an ampersand (&) is shown, it * indicates there is a Priority 3 Military Spouse Preference Eligible available.

(Chap 4, Para C2e)

e. Following is an example of a Stopper List for a CONUS activity:

PAY GRP	SERIES	OPT ION CODES	GRADE/NBR OF REGISTRANTS AVAILABLE		
Accounting Technician					
GS	525		05/03* 02*	06/01&	
Equipment Spec/Acft/Acft Prop Equip					
GS	1670	AIB AIF	09/02* 01	11/01*	12/01
Instrument Maker Leader					
WL	3314		08/02*		

Figure 4-1 STOPPER LIST FOR CONUS ACTIVITY

In the above example of a Stopper List for a CONUS activity, the following skills, grades and priorities are affected:

(1) Accounting Technician, GS-525-05 and 06. The GS-05 level has a total of three registrants available of which at least one is a Priority 1 or 2 as indicated by *. The 06 level indicates that there is one registrant available who is a Priority 3 Spouse Preference eligible. Since there is a number (2*) on the second line of the entry for Accounting Technician, Grade 05, two of the three total registrants available did not appear on the previous Stopper List and at least one of these is Priority 1 or 2. Since there is no entry on the second line for the 06 level, this registrant did appear on the previous Stopper List and new registrants are not available.

(2) Equipment Specialist, Aircraft and Aircraft Propulsion Equipment Options, GS-1670-09, 11 and 12. At the 09 level, there are two registrants available of which at least one is a Priority 1 or 2. The number 1 directly below the 2* at the 09 level indicates that one of the two total registrants did not appear on the previous Stopper List and is a Priority 3. At the GS-12 level, only one registrant is available, is a Priority 3 and appeared on the previous Stopper List.

(3) Instrument Maker Leader, WL-3314-08. There are two registrants available for Wage Leader Grade 08. At least one of these registrants is a Priority 1 or 2 and both of them appeared on the previous Stopper List.

(Chap 4, Para C2f)

f. The following is an example of a Stopper List for a Hawaii activity:

PAY GRP	SERIES	OPT ION CODES	GRADE/NBR OF REG IS T RANTS AVAILABLE
Personnel Management/Employee Rels/Staffing			
GS	201	EMC/STB	11/01*#
Electronics Mechanic			
WG	2604		10/01*
Pipe fitter Supervisor			
WS	4204		12/01 01

Figure 4-2 STOPPER LIST FOR HAWAII ACTIVITY

In the example of a Stopper List for a Hawaii activity, the following skills, grades and priorities are affected:

(1) Personnel Management, **GS-201-11**, Employee Relations Option and Staffing Option, Priority 1 or 2 (as indicated by *) who is either currently employed in Hawaii, last resided in Hawaii or has return rights" to Hawaii (as indicated by # Code) . This registrant appeared on the previous Stopper List.

(2) Electronics Mechanic, **WG-2604-10**. This registrant is a Priority 1 or 2 and did appear on the previous Stopper List. This registrant is not employed in Hawaii, did not last reside in Hawaii and does not have return rights to Hawaii.

(3) Pipe fitter Supervisor, **WS-4204-12**. This registrant is a Priority 3 and did not appear on the previous Stopper List. This registrant is not employed in Hawaii, did not last reside in Hawaii and does not have return rights to Hawaii.

D. PROCEDURES

1. When a Priority 1 or 2 entry appears on a Stopper List, the activity may not fill a matching position by competitive or noncompetitive action, except as provided herein. This restriction applies even when the activity is prohibited from increasing on-board strength. In such cases, the activity must either obtain authority from within the component to make an offer or refer the matter to the Zone Coordinator.

(Chap 4, Para D2)

2. Under no circumstances shall a position be changed as to series or grade, canceled or . f ill action be delayed for the purpose of avoiding making an offer to a PPP registrant. Changes, cancellations, or delays will be subject to investigation and corrective action by Zone and Regional Coordinators.

3. For positions at grades 1, 2, 3, or 4, with occupational series covered by OPM's X-118 Clerical and Administrative Support Standard, the following procedures apply:

* a. Any GS-300, without an option code, indicates a registrant available for any position covered by the standard which does not require **specific** proficiency. Examples: GS-350-4 Duplicating Equipment Operator, GS-503-4 Accounting Clerk and GS-1531-4 Statistical Clerk positions which do not require specific proficiency all match a GS-300-4 without an option code. However, you always requisition for the specific series and the computer matches the GS-300 series.

b. Any GS-300 with an option code (Typing -TYA, Stenography-STC, and Data Transcribe r-DAT) indicates a registrant available for any covered position that has the same proficiency requirements or option code. NOTE: GS-322-4 Clerk typist, GS-318-4 Secretary (Typing), and GS-305-4 Mail and File Clerk (Typing), positions all match GS-300-4 (Typing). If either the specific series or GS-300 with appropriate options appear on the stopper, requisitions will be submitted for the specific series and the computer will automatically match both the specific series and the GS-300 series with appropriate option.

* c. Additionally, individuals registered for **skills** with the typing option (TYA) will automatically be referred for the same position not requiring the typing option. This procedure is true only for positions involving the typing option.

4. For positions in the GS-2XX, Civilian Personnel Specialist and GS 260, Equal Employment Opportunity Specialist and the GS-8XX, Professional Engineer series, option codes are used to describe specific series. For example, STB (staffing) describes the GS-212 series, and CIB (civil) describes the GS-810 series. (See Appendix D for other option codes in these series). For any vacancies in the 2XX **or** 8XX specific series, the Stopper List must be reviewed for a matching skill (the specific series and/or the "generalist" series, i.e. GS-201 or GS-801, with a corresponding option code) and if a match occurs in either instance, a vacancy requisition must be submitted for the specific series only. The computer will automatically search for both and provide matching resumes, and offers will be made in priority order.

(Chap 4, Para D4 cent'd)

Example: If a GS-212-12, Staffing Specialist position is vacant and there is no GS-212-12 match on the appropriate Stopper List but- there is a GS-201-12 entry with the STB and CLA options, a requisition against the GS-212-12 position is required .

5. Any WG-00000, grade 1, 2, 3, or 4 skill, appearing on the Stopper List indicates a registrant(s) available for any WG-1 through 4 position not requiring the operation of a motor vehicle or sewing machine. Activities will match such WG positions simultaneously against the specific series of the positions and the WG-00000 entry on the Stopper List, at the appropriate grade. Resumes for the specific series and the WG-00000 will, upon receipt, be merged in priority order and registrants made an offer in accordance with normal priority procedures.

6. Any WG-01111-5 skill appearing on the Stopper List indicates a registrant available for any Trades Helper position. Activities will match Trades Helper WG-5 positions simultaneously against the specific **series** of the positions and the WG-01111-5 entry. Resumes for the specific series and the WG-01111 will , upon receipt, be merged in priority order and registrants made an offer in accordance with normal **pricrity** procedures.

7. When matching GM positions against the Stopper List, the series," grade, and option, if any, will be matched against those entries under the GS pay system. When a match occurs, a requisition must be submitted to DDSC and an offer made to those registrants whose resumes reflect availability for GM positions in the space for "Special Qualifications. "

8. General Schedule supervisory positions will be matched against the Stopper List entries having the same grade, series, and option code(s), if any. When a match occurs, a requisition must be submitted to **DDSC** and an offer made to those registrants whose resume reflects availability for supervisory positions in the space for "Special Qualifications. " However, offers for second and higher level supervisory positions are not required unless the registrant has previously successfully held a supervisory position. This does not prohibit the offering of such positions if the gaining activity wishes. Registrants scheduled for separation whose current position is supervisory, as identified in their current position title, must be made an offer during the specific notice period even though "Special Qualifications" may not reflect such availability.

9. Option codes will be matched as follows:

a. Positions with one option code will be matched against the Stopper List entries having that option code alone and those entries that have two option codes, one of which is the same as that of the position. For example , a position of Firefighter, GS-081-5, with a

(Chap 4, Para D9a cent'd)

"Structural" option, will be matched against a Stopper List entry for GS-081-5 (STE Structural). If no match occurs, the vacancy will be matched to GS-081-05 entries reflecting the STE option in combination with any other option, such as STE-Structural and AI G-Airfield. A requisition is to be submitted when the single option skill matches any Stopper List entry of the same pay group, series, grade and option, if required by the Priority designations shown.

b. Positions with two option codes will be matched against the Stopper List entries having both option codes. A match occurs only when the two option codes in the Stopper List entry match precisely those of the position.

c. Positions with more than two option codes and positions with options other than those in Appendix D to this manual will be matched against stopper list entries having no option codes. When there is a series and grade match and resumes are referred, but there is an apparent mismatch of skills, the gaining CPO should contact the appropriate Zone Coordinator to determine whether an offer is required. If a skills mismatch is not apparent, or the Zone Coordinator directs, the gaining and registering CPOS will discuss the requirements of the position and the qualifications of the registrant(s) and determine whether an offer is required.

d. If your vacancy does not require typing but there is a registrant for the same series/grade on the Stopper List with the typing option, you have a match. (Example: An activity has a vacancy for a GS-204-04 position (not requiring the typing option) and the stopper contains a GS-204-04 (TYA) and/or GS-300-04 (TYA). This is a match and you should requisition for GS-204-04. The computer will automatically search/match those that are registered with the typing option. This procedure applies with positions involving the typing option only.

10. In order to assure uniformity of consideration for displaced employees within the commuting area, the PPP will be utilized. Manual referral procedures are not authorized. Activities may consider non-PPP registered persons only when authorized by other provisions of this manual or by special permission from the Zone Coordinator.

11. Non **BBS** using civilian personnel offices servicing positions at noncoded remote locations outside their commuting area which are not covered by their Stopper List will submit requisitions to DDSC in accordance with Chapter 10, paragraph B4. Requisitions under this procedure will be submitted immediately after the position becomes susceptible to the Stopper List and every 4 weeks thereafter until other appropriate action removes the position from consideration.

(Chap 4, Para D11 cent'd)

NOTE : Through the BBS, Civilian Personnel Offices servicing * positions at noncoded remote locations outside their commuting area which are not covered by their Stopper List, may clear a remote site (without DoD activity in commuting area) by selecting and clearing any activity within the state of the vacancy. Under these conditions, you may pick up (through BBS) the stopper of an activity within the state of the vacancy and review for a matched/unmatched . In either case, you must retain the Stopper copy for your records and audit trail. Clearing the Stopper under this procedure must be accomplished every 4 weeks until other appropriate action removes the position from consideration.

12. Civilian personnel offices in the United States which recruit and select for positions in foreign areas will requisition as follows:

a. For positions that are co-located at coded overseas activities! the requisition will include the activity code of the overseas activity.

b. For positions that are not co-located at coded overseas activities, the requisition will include the activity code of the nearest coded -activity.

c. Requisitions will be submitted initially when recruitment begins and every 4 weeks thereafter until other appropriate action removes the position from PPP consideration.

13. Requisitions to identify registrants who may be able to displace temporary assignees and re-employed annuitants in positions at remote locations that are not covered by a Stopper List will be submitted at the beginning of each calendar quarter.

14. Requisitions are to be submitted to DDSC promptly when a match occurs and , when resumes are furnished , offers are to be made without delay.

15. If at any time during or after completion of the recruiting * cycle an activity discovers they neglected to clear the stopper list, they must contact their servicing specialist at DDSC by telephone to request a reconstruction. Information required by DDSC is

- a. Date SF-52 received **in** CPO
- b. Date position filled
- c. Pay group, series, and grade
- d. Requisitioning activity code
- e. Vacancy location

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(Chap 4, Para 15f)

f. Name of caller

g. Phone number

DDSC will perform a reconstruction process to determine if a registrant missed proper consideration. If this is the case, contact with the Zone Coordinator must be made to determine if corrective action is required.

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RETAINED GRADE AND PAY/TEMPORARY EMPLOYMENT DECISION TABLE*

<u>ACTION</u>	<u>INITIAL PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>	<u>SUBSEQUENT PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>
1. Temp position used as a RIF offer of assignment (FPM 351, Subchap 5-11, para II.)	A. Temp - same grade	NA	5 USC, section 5362 (a) (1)	Temp - lower grade RIF**	No	FPM 351, Subchap 5-11, para b. - employee retains status and tenure
	B. Temp - same grade	NA	"	Perm - lower grade RIF	NO	"
	C. Temp - lower grade	YES	5 USC, section 5361 (1) AND sec 5362 (a) (1)	Temp - lower grade RIF	YES***	"
	D. Temp - lower grade	YES	"	Tcmp - same grade RIF (same grade as initial RIF offer)	YES***	"
	E. Temp - lower grade	YES	"	Perm - higher grade RIF (not higher than grade impacted by initial RIF)	YES***	FPM 351, 5-11, para b AND 5 USC, sec 5362 (d), offer not equal to, or higher than, retained grade
	F. Temp - lower grade	YES	"	Perm - same grade RIF (same grade as initial RIF offer)	YES***	"
	G. Temp - lower grade	YES	"	Perm - lower grade RIF	YES***	FPM 351, 5-11, para b, AND 5 USC, sec 5362 (a) (1)

* Assume that the employee is otherwise eligible for retained grade/pay benefits

** Nature of Subsequent Placement is premised on Initial Placement, i.e., "lower grade RIF" indicates subsequent RIF offer is, yet, lower graded than the Initial Placement.

*** Subsequent placement action does not create a new entitlement to grade and pay retention, but the original entitlement (based on initial placement action) continues unless terminated under 5 CFR 536.208(a) or (b).

Figure 4-3, Retained Grade and Pay/Temporary Employment Decision Table

<u>ACTION</u>	<u>INITIAL PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>	<u>SUBSEQUENT PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>
2. Temp position to reemploy RIF separatee (FPM 351, Subchap 5-11, para c.)	A. Temp - same grade (no service break)	NA	5 USC, section 5362 (a) (1)	Temp - Any Grade	NO	5 USC, Sec 5361 (1) no longer meets employee definition AND FPM 351, 5-11, para c. - has no status or tenure
	B. Temp - same grade (no service break)	NA	"	Perm - Any Grade	NO	"
	C. Temp - lower grade (no service break)	YES	5 USC, sec 5361 (,) AND se.: 5362 (a) (1)	Temp - Any Grade	YES***	"
	D. Temp - lower grade (no service break)	YES		Perm - Any Grade	YES***	
	E. Temp - any grade (with service break)	NO	5 USC, sec 5362 (d) (1)			
3. Temp (1 year or less) offer thru DoD PPP with no break in service (DoD Manual 1400. 20-1-M, Chap 4, para A.5.)	A. Temp - same grade	NA	5 USC* sec 5362 (a) (1)	Perm - lower grade PPP	NO	5 USC, section 5361 (1) - employed on temporary basis
	B. Temp - lower grade	YES	"	Perm - same grade as initial PPP offer	YES***	5 USC, section 5362 (d) (3) offer not equal to, or higher than, retained grade

Figure 4-3, Retained Grade and Pay/Temporary Employment Decision Table

<u>ACTION</u>	<u>INITIAL PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>	<u>SUBSEQUENT PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>
3. Continued	C. Temp - lower grade	YES	5 Use, section 5362 (a) (1)	Perm - lower grade PPP (lower than initial offer)	YES***	5 USC, section 5361 (1) - no longer meets employee criteria
	D. Temp - lower grade	YES	"	Perm - higher grade PPP (lower than grade before initial PPP placement)	YES***	5 USC, section 5362 (d) - does not terminate benefits
4. Temp (1 year or less) offer thru PPP with three day break in service (DoD Manual 1400.20-1-M, Chap 4, para A.S.)	A. Temp - same grade	NO	5 USC, section 5362 (d) (1) - break in service of one workday or more			
	B. Temp - lower grade	NO	"			

Figure 4-3, Retained Grade and Pay/Temporary Employment Decision Table